



Title: I, Payroll/Personnel Manual

Chapter: 7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions

Bulletin: TNAINST 09-2, Pay Periods 25 and 26 Special Processing Instructions

Date: November 10, 2009

To: Holders of the Payroll/Personnel Manual
Agency Personnel Offices
Personnel Officers
Personnel Users Groups
T&A Contact Points

This bulletin reminds timekeepers that due to the holiday in Pay Period 26 they will be required to submit Time and Attendance Reports (T&As) early for Pay Period 25 and of the special processing instructions for Pay Periods 25 and 26. T&As for Pay Period 25 require special recording instructions for employees in Leave Category 6. T&As for Pay Period 26 require special preparation to ensure accurate recording of emergency military leave and nonpay status hours.

Pay Period 25

- Since the Christmas holiday will occur during the National Finance Center's (NFC) T&A processing cycle, the T&A submission schedule must be accelerated. (For more information about T&A processing, see Title I, Chapter 7, Section 1, Time and Attendance Instructions). T&As can be transmitted to NFC as early as **Friday, December 18, 2009**, but no later than the close of business on **Monday, December 21, 2009**. The first pass of PAYE is expected to run on **Wednesday, December 23, 2009**, and the second pass on **Saturday, December 26, 2009**.
- It is imperative that each agency provide an emergency T&A point of contact (POC) to answer any potential problems that may arise prior to the execution of the second pass on **Saturday, December 26, 2009**. This POC should be available on **Wednesday and Thursday, December 23rd and 24th** to respond to any time and attendance issues (missing T&As, error resolution, etc.). No later than close of business on **Monday, December 21, 2009**, please forward the name and contact information for your agency's emergency POC to NFC's Client Management Branch at customer.support@usda.gov.
- Full-time employees in pay status who normally earn 6 hours of annual leave for each full pay period (Leave Category 6) will accrue 10 hours of annual leave for Pay Period 25, the last full pay period of Calendar Year 2009.

- Leave will NOT be accrued by full-time employees in Leave Category 6 who are in nonpay status for all of Pay Period 25 or who reach a multiple of 80 hours of nonpay leave in this pay period.

Pay Period 26

- Pay Period 26 is divided between the current and next calendar year. The preparation of a split T&A to record emergency military leave (Transaction Code 68) or nonpay status hours used in Pay Period 26 is required to ensure that these hours are charged to the appropriate year. If a split T&A is not prepared to record emergency military leave or nonpay status hours used in Pay Period 26, these hours will be charged to the new calendar year.

Inquiries

Please refer questions about T&A processing to the Payroll/Personnel Call Center at **504-255-4630**.



JOHN S. WHITE, Acting Director
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